

REGISTRATION FORM

NAME: _____

ADDITIONAL ATTENDEES: _____

COMPANY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ FAX: _____

E-MAIL: _____

Please indicate which session you wish to attend

☐ 8:30 a.m.—12:00 p.m.

☐ 1:00 p.m.—4:30 p.m.

_____ WTC Members@\$60.00 Each

_____ Non-Members@\$75.00 Each

Visa/MasterCard #: _____

Expiration Date: _____

SIGNATURE: _____

Please make checks payable to:
"World Trade Center of Central Pennsylvania"
and mail to: 227 West Market Street
P.O. Box 5046
York, PA 17405-5046
Fax: 717-854-0087

For more information, please call 717-843-1090
or visit www.wtccentralpa.org

48 Hour Cancellation Notice Required



In cooperation with

**The U.S. Census Bureau
Foreign Trade Division**

present

AESDirect - AESPCLink Certification Workshops

Two Sessions


8:30 a.m. — 12:00 p.m.

or

1:00 p.m. — 4:30 p.m.

**April 21, 2005
Lancaster Campus of
HACC**



 **World Trade Center**
CENTRAL PENNSYLVANIA
227 West Market Street
P.O. Box 5046
York, PA 17405-5046



AESDirect - AESPcLink Certification Workshops

At the end of this year, it will become mandatory for all exporters to file their Shipper Export Declarations (SEDs) electronically via the Automated Export System (AES).

Since October 18, 2003, all commodities on the United States Munitions List or Commerce Control List that currently need an SED are required to be filed electronically. In addition, many air courier services are asking that exporters file their own SED information and no longer accept paper SEDs.

AESDirect and AESPcLink enable exporters and freight forwarders to file their export declarations electronically, and at no cost, with U.S. Customs via the Internet. However, registration with AESDirect and successful completion of an on-line quiz are required in order to be certified to file electronically.

The Workshop Includes:

- Overview of the Automated Export System and AESDirect
- Hands-on PC training
- Filing of sample SEDs via AESPcLink (You may bring samples of SEDs filed by your company for practice)
- On-line Certification Quiz

Speakers

Elisabeth Miller, Client Services Representative

Pamela Dutterer, Client Services Representative, AES Branch, Foreign Trade Division

AESPcLink Workshop Agenda

1. AESPcLink Process Flow
2. AES Proof of Filing Legends on Bills of Lading or Air waybill
3. Tools
 - Update Software
 - Change Language
 - Code Tables
 - Transfer Files
 - Commodity Code Selection
 - Automated Responses/ Shipment Responses
4. Demonstrate Creating New Shipment
 - Shipment Information
 - Colored Fields
 - Look Ups
 - USPPI (Exporter)/ Ultimate Consignee
 - Commodities
 - Code Look Up
 - Adding New Commodities
5. Sending to AESDirect
6. Cancel/Delete Filing
7. Retrieve Filing to Make Corrections
8. Templates
9. Shipment Status
10. Practice
 - Create New Shipments, save one as a template
 - Retrieve and Make Changes
 - Use Template to make Shipment
 - Delete Shipment
 - Review Status/Responses
11. QUIZ

Registration Information

STEP 1- Register for AESDirect

Log on to www.aesdirect.gov and register to receive your username and password. (If you already have an AESDirect username and password, do not obtain another).

Please note that once you receive your administrator password you must log into AESDirect again to assign a user password.

For additional information concerning the content of the workshop, please call the Census Bureau's Foreign Trade Division at 1-800-549-0595.

STEP 2- Register for the Workshop

To register, please complete the attached form or register online. For additional information please contact the World Trade Center at (717) 843-1090.

Registration is required to attend.

Participants should be familiar with using a computer and an Internet browser, be registered, and have an AESDirect username and password prior to attending the training session. **Please bring the username and password with you to the session.**

Please note that if your company is already a certified filer, you need only to register for the workshop.

Directions to the Lancaster Campus of the Harrisburg Area Community College:

Traveling East Rt. 283/30:

Exit at the Greenfield Road Exit and proceed to traffic light. At traffic light, turn left onto Greenfield Road. At the next traffic light, turn right onto Old Philadelphia Pike. The Campus will be on the right. Proceed to the second building, called "East Building." The Computer Learning Lab is Room 307. Signs will be posted.

Traveling West on Rt. 30:

Exit at Greenfield Road Exit and proceed to traffic light. At traffic light, turn left onto Greenfield Road. At the second traffic light turn right onto Old Philadelphia Pike. The Campus will be on the right. Proceed to the second building, called "East Building." The Computer Learning Lab is Room 307. Signs will be posted.